

California Environmental Education Interagency Network (CEEIN)

DRAFT Meeting Minutes

Thursday, March 18, 2004

Cal/EPA Headquarters, Room 210

1001 I St., Sacramento, CA 95814

Host/Lead: Tom Mays

Notetaker: Susan Knadle

Tom Mays called the meeting to order at 9:00 am

Attendees introduced themselves. In attendance were:

Jamie Cameron-Harley, California Bay-Delta Authority

Deborah Giglio US Fish and Wildlife Service

Bobbie Winn, Dept. of Fish and Game

Annie Frankel, California Coastal Commission

Bill Andrews, California Dept. of Education

Joanne Vorhies, Calif. Integrated Waste Management Board

Donna Pozzi, California State Parks

Susan Knadle, Office of Environmental Health Hazard Assessment

Laurie Monserrat, Office of Environmental Health Hazard Assessment

Kay Antunez, Calif. Department of Forestry and Fire Protection

Tom Mays, State Water Resources Control Board

XXXX, Dept. of Food and Agriculture

Kathleen Strickley, Dept. of Conservation

Lisa Kunz, Dept. of Toxic Substances Control

Janice Sindoni, Walt Disney Company

Kris McNamara, Walt Disney Company

Carolyn Tucker, Department of Water Resources

Andrea Lewis, Office of the Secretary of the California Environmental Protection Agency

The March Agenda was reviewed by Andrea Lewis

- No additions were made

The Minutes of the 2/19/04 meeting were approved with the following corrections::

- P.5 Richard Rodriguez was on the committee and Tom's name is misspelled
- P.2 "status" of evaluation of Environmentality was requested, not "funding"
- P.1 change from "everyone provide their own minutes" to "provide What's New in Your World and any previously prepared item."
- P1. Richard Rodriguez is at the California Conservation Corp
- Joanne Vorhies will house CEEIN listserv at CIWMB, rather than the Resources Agency, so updates can be made more easily.
- P.4 ACTION: Janice Sindoni was not on the Environmentality subcommittee.
"Recommend to Janice

The Video: “Meetings Bloody Meetings” was shown

- The important factors for successful meetings presented in the movie are:
 - Plan agenda
 - Inform members
 - Prepare
 - Structure & Control
 - Summarize and Write Down

Subcommittee Reports on Cookbook items:

The Meeting procedures report by Jamie Cameron Harley

- Omit #1.
- An agenda template will be provided
- Omit via fax
- Minutes out 1 week after meeting so members will be reminded of Action Items
- Timekeeper – CEEIN should get a digital watch for meetings
- The meeting Leader will collect WNIYW

The Ground Rules all-members discussion facilitated by Zori Lozano-Friedrich

- #1. Add: adhere to time limits “by using a timer”
- #2. Change “meeting host” to “meeting leader” and “will ensure that action items are “tabulated” on chart paper,” rather than “recorded”
- #3. Meeting leader/facilitator shall ensure that action items and target dates are recorded and assigned to appropriate individuals or subcommittees.
- #3. Meeting leaders shall coordinate with those who have existing “action items” - leave out “to meet the deadline” and add “ensure those items are placed on the next agenda.”
- #3. Notetaker will extract action items, send to the meeting leader within a week after the previous meeting to members.
- #4. Meeting leader will draft agenda and check on action items; confer with subcommittee chairs and determine time frames.
- #5. and 6. and 7. will go into Subcommittee section.
- #8. Facilitator will be responsible for redirecting the meeting

ACTION ITEM: Tom will reconvene subcommittee to go over #5, 6, 7, 8 to merge protocol and ground rules sections and put in chronological order and entertain new suggestions. All members were asked to come up with most important meeting “norms” to add to this section, and share with Tom by Thursday, April 1.

Associate Membership report by Kay Antunez

- Kris McNamara suggested that Associate membership in CEEIN may be extended to “government agencies, non-profits (501c3), or public/private businesses”,
- Clarification of meaning of phrase “letter of sponsorship”

- Suggestion is that it is a “letter of endorsement” and discussion of 501c3 vs 501c2, what about advocacy.
- Concern was expressed by Kris McNamara about lack of voting rights for Associate Members on items that will affect them. She feels that Walt Disney needs to have voting rights on JCEC. She will come up with language on ability of Disney representatives to vote on JCEC project .

ACTION ITEM: Subcommittee will meet by May 1 to clarify what “letter of sponsorship” means. Is it “endorsement?” If so, what are criteria for membership, and what is procedure for voting by membership? Clarify 501(C3) vs 501(C2).

Subcommittees on MOU

Mission Statement by Jamie Cameron Harley

- The order of the paragraphs in the MOU was changed with the consensus of attending members
 - II Becomes “CEEIN” Instead of “Mission”
 - A. second paragraph becomes “Vision”
 - B. first paragraph becomes “Mission”
 - C. “Goals and Objectives” from “III” becomes “C”
 - Business community is concerned about the word “protect” – Bill Andrews noted. Tom replied that the word should stay as that is a central part of Cal/EPA’s mission. Kris added that business should be concerned about protecting the environment. Discussion: Resources Agency has “protect the environment” in its mission statement, and Cal/EPA has “environmental protection” in its name. Consensus to leave in the word “protect”.
 - Discussion of word change from “sustain” to “conserve”. Membership voted for “conserve”

Goals and Objectives by Carolyn Tucker

Kris McNamara suggested changes:

- In item: A. Change #3 to #1, change “curricula” to “materials”
- In new item #3 change wording to “Subcommittees form to direct/work” on special projects and issues
- In item B., add COSA, CEEF and Strategic Plan for EE Networks to list of existing networks.

- In item C., To provide a leadership role in statewide environmental education -change “advocacy” to “efforts”
 - i. In 1. Providing input and making recommendations on relevant environmental education legislation. Delete “including by not limited to” and SB 373 and AB1548.
 - ii. In 2. Move 1548 down to #2. Bill’s language.
 - iii. In 3. Add “high priority state-wide EE initiatives, such as regional collaborations
- In item D. Change wording to Bill’s suggestion, except “standardized” to “standards”
- In E. Add “networks and organizations” after programs
- G. In 1. Researching, developing, and “maintaining” CEEIN’s website....
- G. In 2. Add....

ACTION ITEM: MOU and/or “Goals and Objectives” will go out again for comments, once the above changes have been incorporated into the revised draft.

Cookbook – Subcommittees: Jamie Cameron Harley and Carolyn Tucker

- **Subcommittees** becomes **Committees**
- Merge Network/Collaboration and public Relations/EE Resources – Group A
- Public/Private Partnerships - Environmentality will be a subcommittee on its own under Public/Private Partnerships
- Leadership/Legislation Committee
- Subcommittee of AB 1548
- Subcommittee of CEEF
- Subcommittee of California Watershed Council

Action: Jamie to send draft committee sign-up sheet to Tom for posting along with minutes. Members who were either absent or did not sign-up will then be asked to choose a committee. Jamie to re-circulate final list to all members, and find organizers by April 2 to hold committee meetings by the May meeting. At the committee meetings, each committee will be responsible for choosing a chair, and outlining a work plan that satisfies goals outlined in the CEEIN MOU.

Administration/Organization Structure

Disney: JCEC Ceremony by Janice Sindoni:

- April 16th meeting at Disneyland after ceremony, to debrief JCEC, 1:30-3:30

- Janice passed out information for giving announcements at schools that won prizes in JCEC

AGENDA for April

- Debrief JCEC
- Benchmarking Study
- Subcommittee Status, Roles and Responsibilities

PARKING LOT

- **Next meeting we will decide on the ground rules for voting.**
- **Updated MOU for signatures of Secretaries**

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ACTION ITEMS

	Action Item	Lead	Due Date
1.	Update and revise CEEIN member list and house CEEIN listserve at CIWMB rather than Resources so updates can be made more easily.	Joanne Vohries	5/1/04
2.	Reconvene work group to go over #5, 6, 7, 8 to merge and /or separate protocol and ground rules sections of Cookbook . Revise section and redistribute to CEEIN members.	Tom Mays, Jamie Cameron-Harley Andrea Lewis Laurie Monserrat, Susan Knadle Updated version Jamie Cameron-Harley	Met 4/1/04 Jamie will work on task and revise section and return to group for review. Will provide updated draft with May meeting packet.
3.	All CEEIN members review Ground Rules identified at March 18 mtg and provide any additional ground rules or “norms” to tmays@exec.swrcb.ca.gov We will continue reviewing this section at the May meeting.	Tom Mays	4/21/04
4.	Associate Membership –Work group will clarify associate membership requirements, and letter of sponsorship. Re-circulate draft associate membership language for further discussion at May meeting.	Kay Antunez Carolyn Tucker Annie Frankel Donna Pozzi	5/1/04 include with May mtg pkt
5.	MOU and/or “Goals and Objectives” will go out again for comments, once changes from 3/18 mtg. have been incorporated	Carolyn Tucker Jamie Cameron-Harley	5/1/04 include with May mtg pkt
6.	Provide JCEC edits to Cookbook. Email to tmays@exec.swrcb.ca.gov . Will review with Cookbook section at May meeting.	Kris McNamara	DONE
7.	Send draft committee sign-up sheet to Tom for posting along with minutes.	Jamie Cameron-Harley	DONE

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ACTION ITEMS CONTINUED

	Action Item	Lead	Due Date
8.	Distribute committee sign up and ask CEEIN Members who were absent or did not sign-up to choose a committee/subcommittee	Tom Mays	4/19/04
9.	Re-circulate final committee list to all members, and find organizers	Jamie Cameron-Harley	4/21/04
10.	Committees meet & choose a chair and outline a work plan that satisfies goals outlined in the CEEIN MOU.	TBD CEEIN members will be contacted	Prior to May 20 meeting
11.	Andrea to meet with Chrisman, Agency Secretary for Resources Agency to discuss AB 1548.	Andrea Lewis	DONE
12.	Re-introduce EPA representatives as newly recommended Associate Members to CEEIN. Provide background information and follow up with any questions they may have.	Joanne Vorhies as Admin/Organization Committee Lead	Discuss at Subcommittee Mtg Present at May Meeting